



REFERENCE LETTER GUIDELINES

Name of Reference

Address

City State Zip

Re: _____
Name of Applicant(s)

Dear Reference:

The above named family has applied for adoption services through Sunshine State Adoption and Home Study Services, and has given your name as a reference.

We are sure that you feel as we do, that adoption is a very serious matter. All who participate in an adoption are sharing in the responsibility for a child's future.

As someone who has known this family for a long time, your insight and opinion are important to us. Please answer the following questions as honestly and thoroughly as possible. We do not expect adoptive parents to be any more "perfect" than biological families, so you may feel free to describe their weaknesses as well as their strengths.

All letters must have a signature.

Thank you for your assistance to this family.

1. How long have you known this family, and what is your association with them (professional, social, neighbors, etc.)?
2. Describe their individual personalities, character, interests, and health.
3. How do you see their marriage relationship? What are their strengths and weaknesses, individually and as a couple?
4. Please describe their lifestyle, activities, and interests.
5. Have you ever seen evidence of instability, drug or alcohol use, or felt counseling was needed? Please explain.
6. Why do you think they wish to adopt a child?
7. Please describe the type of parents you feel they will be.
8. If you were responsible for a child's future, would you want this family to adopt the child? Please explain.

Please give your letter directly to the adoptive family in a sealed envelope.

Or

**Mail your response to:
Attn: Debra Hewitt**

Sunshine State Adoption and Home Study Services
1344 Vassar Street, Orlando, FL 32804